

**Oxnard Convention & Visitors Bureau
Tourism Marketing District Committee Minutes
Thursday, May 9, 2019
Courtyard by Marriott
600 E Esplanade Dr, Oxnard, CA 93036**

Present: Patty Tewes w/Courtyard Marriott, Pearl Feist w/Residence Inn by Marriott, Christian Hellot w/Embassy Suites at Mandalay Beach, Dolores Licon w/Homewood Suites and Joe Cabral w/Best Western

Absent: None

OCVB Staff: Julie Mino and Michelle Flippo

Public: Victor Dollar w/Brighton Management and Mike Snelson w/Parkway Accounting

Call to Order: Julie Mino called the meeting to order at 2:01 p.m.

Public Comments: None

Introductions

Preliminary Budget Review

Julie handed out the preliminary budget including graphs. It includes the TMD funds as well as the city funds that we hope to receive in the next fiscal year. We are requesting \$340,624 from the city and those funds won't be approved until the end of June. Julie went through the budget line item by line item.

Victor Dollar(public) raised the question of which accounting practice we follow: cash or accrual since the TMD fund amount is not guaranteed. We currently use the accrual method with our larger expenses scheduled to come out at the latter part of the year. Mike Snelson (public) stated that since they have just taken over the OCVB account they will continue with the current accrual practice but as we move forward, we will see if it is necessary to change. There is a 2% reserve figured in the budget. There is also a small contingency set aside for sales & marketing and admin. Discussion was made to increase the sales & marketing and admin contingency funds.

Discussion was made about the likelihood of receiving money from the City. After discussions with city staff we are confident that we will receive the \$340K. The OCVB's current contract with the city states that we must pay back any funds we receive through an alternate funding source, this payback will happen through the \$340K city funds.

Discussion was made about the split of salaries between the TMD funds and the city side. There was concern about how much of the salaries was coming out of TMD funds verses city funds. Julie explained that earlier in the year the entire OCVB staff did an exercise called job coding to capture exactly what type of tasks the staff was performing. Once this project was completed Julie used this information to come up with the salary splits that are included in the proposed

budget. The desire to move any portion of Julie's salary from sales and marketing into admin was voiced. It was also requested to change the formatting of the city repayment on the budget hand out to be reflected at the top of the budget instead of the bottom.

Some members of the TMD committee are concerned about being overruled by the OCVB Board on budget decisions.

The repayment of TMD Collections for fiscal year 18-19 will all come out of City Funds.

Discussion was made about how often to hold TMD Committee meetings. It was decided to meet on a quarterly basis for budgeting purposes. The next meeting however will be on May 29th at the Oxnard Airport with Nichole Farley from with Civitas to help answer any questions related to the TMD plan.

TMD Committee Chair Selection

Joe Cabral nominated Christian Hellot to be the Chairperson of the committee. Dolores Licon seconded. Christian accepted and the motion carried.

Committee Comments

There were no comments, but it was requested that Julie check with Civitas on term limits for the TMD Committee since there are term limits for the OCVB Board of Directors

The TMD Committee Meeting adjourned at 3:03 p.m.